

**FEDERAL JOB INFORMATION
FOR
AIR RESERVE TECHNICIANS
01 JULY 2010**

1. EFFECTIVE JULY 25TH THE 443 ANNOUNCEMENT WILL BE CLOSED BECAUSE THE SEU WILL NO LONGER MAINTAIN OPEN CONTINUOUS ANNOUNCEMENTS. IN THE FUTURE, POSITIONS WILL BE ANNOUNCED ON A CASE BY CASE BASIS AS VACANCIES OCCUR FOR A PARTICULAR POSITION, SERIES, LOCATION AND GRADE LEVEL. YOUR CONTINUED INTEREST IN EMPLOYMENT WITH THE AIR RESERVE TECHNICIAN PROGRAM IS APPRECIATED. WE ENCOURAGE YOU TO CONTINUE APPLYING FOR AVAILABLE POSITIONS AS VACANCIES OCCUR. FOR ADDITIONAL INFORMATION AND A LIST OF CURRENT OPEN POSITIONS, YOU MAY CHOOSE TO VIEW THIS WEBSITE AT [HTTP://WWW.AFRC.AF.MIL/LIBRARY/JOBS](http://www.afrc.af.mil/library/jobs) (CURRENT ART VACANCIES) OR [HTTP://WWW.USAJOBS.OPM.GOV](http://www.usajobs.opm.gov)

2. ALL AIR RESERVE TECHNICIAN (ART) POSITIONS ARE REQUIRED TO MAINTAIN ACTIVE MEMBERSHIP IN AN AIR FORCE RESERVE UNIT SO LONG AS THEY OCCUPY AIR RESERVE TECHNICIAN (ART) POSITIONS.

3. APPLICANTS MUST BE UNITED STATES CITIZENS AND BE ELIGIBLE AND WILLING TO JOIN THE USAF RESERVE. Retired military are usually ineligible for membership in the Air Force Reserve. **RETIRED MILITARY PERSONNEL WHO HAVE ACTIVE AIR FORCE RESERVE ASSIGNMENTS MAY APPLY PROVIDED THEY SHOW ASSIGNMENT (POSITION AND UNIT) ON THEIR APPLICATION. FOR QUESTIONS CONCERNING ELIGIBILITY PLEASE CONTACT THE AIR FORCE QUALIFICATION CENTER AT 1-800-257-1212.**

4. APPLICATIONS RECEIVED WITHOUT REQUIRED FORMS OR FORMS NOT COMPLETED PROPERLY WILL NOT BE PROCESSED. INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED AND WILL RECEIVE AN INELIGIBLE RATING. PLEASE REFER TO “HERE’S WHAT YOUR RESUME OR APPLICATION MUST CONTAIN” (on page 2 of this information page) TO BE SURE YOU SUBMIT THE REQUIRED INFORMATION. IF THE APPLICATION SUBMITTED DOES NOT PROVIDE ALL THE INFORMATION STATED UNDER “HERE’S WHAT YOUR RESUME OR APPLICATION MUST CONTAIN” (on page 2 of this information page), IT WILL BE RATED INELIGIBLE.

5. A SEPARATE APPLICATION MUST BE SUBMITTED FOR EACH POSITION. The information to be filed is as follows:

Basic Application For Federal Employment - You may apply with either a resume, the Optional Application for Federal Employment (OF 612), or any other written format you choose. Although the Federal Government does not require a designated standard application form, certain information is necessary in order to evaluate qualifications and to determine legal requirements for Federal Employment.

ATAFR Form 209, (dated Jan 95), Supplemental Statement of Aeronautical Qualifications - This form is mandatory for all aircrew positions (GS-2181, GS-2183, GS-2185). Applications filed for aircrew positions without current ATAFR 209 will not be processed until a current ATAFR-209 is received.

Job Element Items/Responses – This information is mandatory and critical to the evaluation process for all Wage Grade (WG) positions. Applications submitted without Job Element responses will not be processed until we receive the job elements. It is important to obtain and review the Qualification Information Sheets (QIS) for the specific position before applying. Please submit job element item responses on separate sheets of paper. Make sure you label each element so it can be easily identified. Specific QIS’s for WG positions may be obtained by contacting the SEU at the numbers below (Item #6) or by visiting our website address indicated on page 2 of this announcement.

Listing of College Courses and Scholastic Achievement - This information is mandatory for all professional positions (GS-610, GS-801). Official College transcripts (or copies) are required to verify education. OPM Form 1170/17 will **NOT** be accepted. Copies of Official transcripts should also be included when applying for other positions and you are substituting education for experience in order to qualify.

Current Certificate of Professional Nurse Registration - A copy of this document is required for Nurse (GS-610) positions.

Standard Form 15, Claim for 10-point Veterans Preference - This form is mandatory for all claims for preference based on service-connected disability, widow, mother, spouse or Purple Heart. Required documentary proof: an Employment Letter from the Veterans Administration identifying percentage of disability is the preferred supporting documentation which must be submitted with the SF 15. The Employment Letter can be requested through the Veterans Administration by calling 1-800-827-1000.

DD 214, Certificate of Release or Discharge from Active Duty - A copy of this document is requested, but not mandatory, unless claiming 10-point Veteran’s Preference.

6. Office hours for HQ AFRC Special Examining Unit are 8:00a.m. - 4:45p.m. (Monday - Friday, Eastern Time), Commercial number (478) 327-0113 or DSN 497-0113, or 1-800-223-1784 extension 7-0113.

7. Individuals on active duty may apply 120 days before separation date. Individuals with more than 120 days before separation date must submit, with their application, a letter signed by their commanding officer stating the individual will be released from active duty (Palace Chase) if they obtain an ART

position. Individuals currently on active duty should indicate military separation date. Reservists who are mobilized may submit a copy of their mobilization orders or a statement in their application stating they are available within 120 days.

8. All applicants will receive equal consideration without regard to race, religion, color, sex, national origin, political affiliation, age (with authorized exceptions) or any other non-merit factor.

9. Individuals who have special priority selection rights under the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. ICTAP eligibles achieving a score of 80 or higher, excluding veteran preference points, will be considered well qualified. Federal civilian employees seeking ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.704. This includes a copy of the agency notice, a copy of the most recent Performance Rating, and a copy of the most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as an ICTAP eligible.

10. Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified, referred, and are within reach for selection. For information on military spouse preference, please refer to website <http://www.cpmc.osd.mil/fas/staffing/pdf/st006.pdf>. Please clearly identify in your application that you are asking for military spouse preference.

11. Your application must be completed online or faxed to 1-478-757-3144. This office no longer accept applications by email, regular mail, fax or in person.

12. Vacancies will be listed on our webpage at <http://www.afrc.af.mil/library/jobs> and on USAJOBS at <http://www.usajobs.opm.gov>.

This entire Information Page, as well as necessary forms and other pertinent information can be viewed/downloaded from our website on the Air Force Reserve Command Home Page at <http://www.afrc.af.mil/library/jobs>.

HERE'S WHAT YOUR RESUME OR APPLICATION MUST CONTAIN

JOB INFORMATION

> Civilian Position title, series, and grade(s) of the job you are applying for

PERSONAL INFORMATION

- > Full name, mailing address, day and evening phone numbers, email address
- > Social Security Number
- > Country of citizenship
- > Veterans preference
 - For 5 points: List the full name and date of campaign badges/expeditionary medals
 - For 10 points: attach SF-15 and required documentation
- > Dates (Month, Day, Year) and branch for all **active duty** military service
- > Highest Federal civilian grade held (Also give job series and dates held)

EDUCATION

- > High school
 - Name, City, and State (ZIP Code if known)
 - Date of diploma or GED
- > Colleges or Universities
 - Name, city, and State (ZIP Code if known)
 - Majors
 - Type and year of any degrees received (Show credits earned and indicate whether semester or quarter hours)

WORK EXPERIENCE

- > Give the following information for your paid and nonpaid work experience related to the job in which you are applying:
 - Job title (include series and grade if Federal job/SF-50's)
 - Duties and responsibilities
 - Employer's name and address
 - Supervisor's name and phone number
 - Starting and ending dates (month and year)
 - Hours per week/month (If traditional reservist please provide hours per month and any mandays separately)
 - Salary
- > Indicate if we may contact your current supervisor
- > Do not send official job descriptions

OTHER QUALIFICATIONS

- > Job-related training courses (title and year)
- > Job-related skills, for example, other languages computer software/hardware, tools, machinery, **typing speed**
- > Job-related certificates and licenses (current only)
- > Job-related honors, awards, and special accomplishments, for example: publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (Give dates but do not send documents)

THE FOLLOWING IS A CURRENT LIST OF LOCATIONS WHERE ART POSITIONS ARE AUTHORIZED

<u>CODE</u>	<u>LOCATION</u>	<u>TYPE AIRCRAFT</u>	<u>CODE</u>	<u>LOCATION</u>	<u>TYPE AIRCRAFT</u>
0001	WEST COAST AREA		0060	SOUTHEAST AREA	
0002	March ARB, CA	KC-135, C-17	0061	Barksdale AFB, LA (307 RHS)	A-10, B-52
0004	McChord AFB, WA	C-17	0062	Charleston AFB, SC (560 RHS)	C-17
0007	Portland IAP, OR – 304 RQS (GSU)		0063	Dobbins ARB, GA	C-130
0008	Travis AFB, CA	C-5, KC-10, C-17	0064	Eglin AFB/Hurlburt Field, FL (556 RHS)	F-16, F-15, A-10, U-28
0013	Beale AFB, CA (583 RHS)	Global Hawk	0065	Homestead ARS, FL	F-16
			0066	Keesler AFB, MS	C-130J, WC-130J
			0067	Maxwell AFB, AL	C-130
			0069	MacDill AFB, FL	KC-135
			0070	Patrick AFB, FL	HH-60, HC-130
			0071	Robins AFB, GA	
			0073	Seymour-Johnson AFB, NC (567 RHS)	KC-135, F-15E
0020	MID WEST AREA				

0022	Grissom ARB, IN	KC-135			
0023	Hill AFB, UT	F-16	0075	Pope AFB, NC	C-130
0024	Minn-St Paul ARS, MN	C-130	0076	Moody AFB, GA	A-10
0025	Little Rock AFB, AR				
0026	Peterson/Schriever AFB, CO	C-130			
0027	Whiteman AFB, MO	A-10			
0028	Scott AFB, IL	C-9, C-40	0080	NORTHEAST AREA	
0029	Offutt AFB, NE				
0032	McConnell AFB, KS	KC-135	0081	Andrews AFB, MD	KC-135
0033	Buckley AFB, CO		0082	Dover AFB, DE	C-5, C-17
			0083	Gtr Pittsburgh IAP-ARS, PA	C-130
0040	SOUTHWEST AREA		0084	McGuire AFB, NJ	KC-10, C-17
			0085	Niagara Falls IAP-ARS, NY	C-130
0041	Nellis AFB, NV (555 RHS)	A-10, F-15, F-16, F-22 Predator			
0042	NAS JRB Ft Worth, TX	F-16	0088	Westover ARB, MA	C-5
0044	Luke AFB, AZ		0090	Wright-Patterson AFB, OH	C-5
0045	Tinker AFB, OK	KC-135, E-3	0091	Youngstown-Warren ARS, OH	C-130
0046	Brooks AFB, TX		0094	Langley AFB/Norfolk NAS, VA	
			0095	Hanscom AFB MA	
0048	Lackland AFB, TX	C-5			
0049	Davis-Monthan AFB, AZ	HH-60, A-10			
0050	Randolph AFB, TX				
0051	Sheppard AFB, TX				
0052	Holloman AFB, NM	F-22			
				NON-FOREIGN OVERSEAS AREA	
			0010	HICKAM AFB HI	
			0014	ELMENDORF AFB AK	F-22
			0015	ANDERSON AFB GUAM	

NOTATION GUIDE

= These positions may require typing skill. Be sure to include typing speed (words per minute) in the appropriate block of your application.

* = These positions may or may not represent an opportunity for employment. Applications will not be evaluated until position descriptions/manpower authorizations are approved and a request for applications is received from the servicing Civilian Personnel Office (CPO).

** = Applications can be accepted for nationwide consideration; however, some positions are currently authorized at specific locations only. The locations listed represent the best opportunity for employment.

+ = Applications will be accepted from non-preference eligibles, but will not be considered if veteran preference candidates are available.

The Special Examining Unit does not maintain registers for all position titles/grade levels. However, vacancies occurring with a different position title or at a lower/higher grade level may be filled from appropriate existing registers. Due to daily changes, a list of specific vacancies is not maintained.

The complete Application Package must be submitted by 11:59 PM Eastern Standard Time (EST) on the closing date of each announcement. INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED AND WILL RECEIVE AN INELIGIBLE RATING. TO BE RECONSIDERED, YOU MUST SUBMIT A NEW APPLICATION PACKAGE.

No written tests are required. All ratings will be based upon evaluation of experience, education, and training as shown in your application and other required forms. **DO NOT ATTACH** the following documents: official position descriptions, performance evaluations, letters of recommendation, etc. These have no bearing whatsoever upon the evaluation process.

